

SECRET

8 JUN 1971

MEMORANDUM FOR: Assistant Deputy Director, Personnel Security

SUBJECT : Annual OMB Management Improvement Plans/Report


REFERENCE : Memo dtd 24 May 71 from C/E&PD, Same Subject

1. This is the Security Records and Communications Division's (SR&CD) response to the subject report.

2. We in SR&CD find it difficult at our level to establish significant goals which can be expected to increase efficiency or reduce costs and be measured as stated in OMB Circular A-44 (Revised) dated 16 February 1970.

3. We continue to be quite concerned with management improvement and cost reduction and perform a continuing review of Division procedures seeking new approaches to improve the operation of the Division. We know that during the coming years we must improve our efficiency to do more with less personnel but as a service and support component of the Office of Security it is not easy for us to identify measurable goals. Our most important goal is to continue, and improve, our service to the Office of Security.

4. Our report/plans are submitted on the attached.

  
Chief, Security Records and  
Communications Division

25X1

Attachments

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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DDS  
Directorate

Annual Management Improvement Plan

30 June 1972

II - Cost Reduction Goals

Brief Description of Effort Planned During Upcoming Year	Goal or Objective of Proposed Effort
<ol style="list-style-type: none"><li>1. We plan to use Univac equipment instead of IBM data-communications equipment.</li><li>2.</li><li>3.</li></ol> etc.	Annual rental savings of approximately \$552.00 per year.

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Approved For Release 2002/06/15 : CIA-RDP83B00823R000400060005-3

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DDS                      Annual Management Improvement Plan  
Directorate

30 June 1972

I - Management Effectiveness Goals

Brief Description of Effort Planned During Upcoming Year	Goals or Objective of Proposed Effort
<p>1. Obtain authorization for the purchase and installation of mobile shelving as replacement shelving for some of our fixed open shelf filing equipment.</p> <p>2.     </p> <p>3.     </p> <p>etc.</p>	<p>In one area of 1875 square feet we have installed 4320 linear feet of the conventional open shelf filing equipment. The installation of mobile shelving will increase the capacity for dossiers to 7200 - an increase of 66 2/3% - thus avoiding relocation of the Division.</p>

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Annual Management Improvement Report

30 June 1971

IV - Cost Reduction Accomplishments FY 71

Summary of Improvement or Cost Reduction Achieved	Estimated Savings for Each of Next Three Fiscal Years			Activity to Which Savings Will be Programmed
<p>We replaced one (1) IBM 029 Key Punch Machine and six (6) IBM 059 Verifiers with four (4) Univac 1140-04 VP Key Punch/Verifiers in April 1971. A reduction of about \$564.00 in rental fees was achieved during the last quarter of FY 1971.</p>	\$2256.00*	\$2256.00*	\$2256.00*	<p>None. Amount of funds requested for rental fees will be reduced.</p>

\*Subject to any future increases in rental fees.

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	UNCLASSIFIED		CONFIDENTIAL		SECRET
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	SA/DDS/PS		6/4/71	JAB	
2	ADDS/PS		6/7/71	IC	
3	DDS/PS		6/7/71	K	
4					
5					
6					
	ACTION		DIRECT REPLY	PREPARE REPLY	
	APPROVAL		DISPATCH	RECOMMENDATION	
	COMMENT		FILE	RETURN	
	CONCURRENCE		INFORMATION	SIGNATURE	
<b>Remarks:</b>					
			O RETURN TO SENDER		
			SS AND PHONE NO.		DATE
			C/SR&CD		6/3/71

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual OMB Management Improvement Plans/Report

FROM:

Deputy Director of Security  
for Personnel Security  
Room 4-E-58

EXTENSION

NO.

DATE

8 June 1971

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Officer  
Room 4-E-60

8 JUN  
1971

*[Handwritten initials]*

2. C/EPD

Attached are the responses to  
Subject requirement from the  
Chiefs, SR&CD, IRD and PSD.

DEADLINE: 11 June 1971